

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: EXECUTIVE ASSISTANT I -
Assistant to Director for Administrative Review and Risk Management

SALARY GROUP: B17

DEPARTMENT: Administrative Review and Risk Management Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paul Morales DATE: 01/13/2016

POSITION #: 019074

I. JOB SUMMARY

Performs complex professional assistance work for an agency executive. Work involves coordinating high level administrative operations of the division; and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides administrative and technical assistance to the Administrative Review and Risk Management Director; reviews administrative procedures, standards, and methods and assists in formulating policies and procedures; and advises the agency executive on administrative matters.
- B. Assists in the planning and preparation of correspondence, reports, publications, and other documents; prepares recommendations and proposed responses; assists in budget preparation; and establishes and coordinates filing, record keeping, and records management systems.
- C. Coordinates work with agency departments and divisions, other agencies, organizations, legislative staff, and the public; establishes and maintains liaison with agency staff, other agencies, organizations, legislators, and the public; and interprets and responds to requests for information.
- D. Plans and schedules meetings and conferences; prepares agendas and related documents; and makes travel arrangements and prepares documentation.
- E. Supervises the work of others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: EXECUTIVE ASSISTANT I -
Assistant to Director for Administrative Review and Risk Management

SALARY GROUP: B17

DEPARTMENT: Administrative Review and Risk Management Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning secretarial, administrative support, or technical program support experience to include two years in computer operations.
3. Experience in the supervision of employees preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to review technical data and prepare technical reports.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: EXECUTIVE ASSISTANT I -
Assistant to Director for Administrative Review and Risk Management

SALARY GROUP: B17

DEPARTMENT: Administrative Review and Risk Management Division

Page 3 of 3

11. Skill to develop and evaluate administrative policies and procedures.
12. Skill to plan and coordinate meetings.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill to train and supervise employees.
15. Skill to type 45 words per minute (with no more than 10 errors) required; 55 words per minute preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.